



**AMERICAN EMBASSY, NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 15-019**

**OPEN TO:** All Interested Candidates

**POSITION:** Commercial Specialist (Two Positions), FSN-1510-10,  
DLA/FCS-051 & DLA/FCS-060  
(Personal Services Agreement)

**OPENING DATE:** March 27, 2015

**CLOSING DATE:** April 13, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident (NOR) - Grade: FP-05 (step 05 through 14)  
Ordinarily Resident (OR) - Grade: FSN-10\*  
\*Starting salary will be determined on the basis of qualifications and  
experience, and/or salary history.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE  
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR  
CONSIDERATION.**

The U.S. Embassy in New Delhi is seeking two individuals for the position of Commercial Specialist in the Foreign Commercial Services Section.

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

**BASIC FUNCTION OF POSITION**

The incumbent will serve as advisor to the Commercial Officer, Principal Commercial Office (PCO) and Senior Commercial Office (SCO). As professional analyst and advisor to the U.S. Staff in planning, organizing and administering programs to facilitate the marketing of U.S. goods and services, the incumbent will be responsible to provide a wide range of advice and assistance to U.S. firms, including developing marketing strategies and long-range planning, preparing market research and reporting, organizing trade shows and events, and creating

opportunities designed to facilitate exchanges between U.S. and host country business representatives.

**These two positions will have responsibilities in the following sectors.**

Financial Services, Banking, Insurance, Business Services, Consulting, Legal, Advertising, Employment, Real Estate and Transportation, Logistics Services and will have lead responsibility for covering the state of Uttar Pradesh.

**OR**

Education, Travel & Tourism, Construction Equipment, HVAC, Plastics, Plastic Machinery & Equipment, Mining and Minerals, Oil and Gas, Process Control, and Pumps, Valves and Compressors and will have lead responsibility for covering the state of Punjab.

Performs the following duties, though not limited to (for both the positions):

**Business Matchmaking and Other Client Services**

- Perform a contributory role for Commercial Services India's business matchmaking and core programs. This includes identification of distributors, representatives, or joint venture candidates under Gold Key Matchmaking Service (GKS), and International Partner Search (IPS), and prepare company background checks (ICP).
- Oversee the preparation of all manner of Commercial Services products up to the highest degree of complexity required by the Commercial Service.
- Recommend and develop customized products for clients in need of more complex business services, such as the Business Facilitation Services (BFS) and Customized Market Research (CMR) report.
- In implementing the Gold Key Matchmaking Service and Platinum Key Service, the incumbent will schedule meetings for U.S. exporters with local companies, provide strategic marketing assistance to the exporter in dealing with them, accompany U.S. exporters on official calls, and follow-up after the service.

**Counseling, Advocacy, Commercial Diplomacy and Outreach**

- As an expert on matters affecting assigned sectors as well as general trade issues (e.g., Laws, regulations, standards, procedures, and other legal matters affecting the importation of U.S. goods and services), the incumbent will advise U.S. firms, Commercial Services Officers, and other U.S. government personnel on effective strategies for market entry, market expansion, and participation in major projects.
- Respond to a wide range of trade inquiries from U.S. firms seeking to export, or encountering difficulties in exporting, as well as requests from local firms and/or government institutions interested in buying U.S. products and services.
- Prepare speeches and talking points in both English and the local language, and gives presentations on Commercial Services programs and bilateral commercial relations to business audiences in both the U.S and host country.
- For U.S. exporters, the incumbent will identify key Indian contacts, including candidates as local representative, distributor, or joint venture partner.

- For Indian importers, the incumbent will provide detailed lists of U.S. manufacturers, trade associations and industry directories, and will provide general and sector-specific counseling on importing from the United States.

### **Market Research, Trade Contacts and Market Development, Strategic Planning and Effective Teamwork**

- Perform a range of research-related activities:
  - 1) In the sectors for which responsible, prepare market studies, analyzing statistics and forecasting trends in trade, production and markets, assuring the maximum degree of accuracy, completeness and reliability in the final report.
  - 2) Write analytical reports indicating how the host country's complex laws, policies, and business practices affect U.S. trade and investment.
  - 3) Assist in development of the post's annual market research plan.
  - 4) Independently plan and conduct market research studies and commercial reporting of the most significant nature, in response to specific inquiries under our Flexible Market Research (FMR), or International Company Profile (ICP) program, or as an Industry Market Analysis (IMI) report submission to the National Trade Data Bank, or as a record submission to the Client Tracking System (CTS).
- Take part in modifying the procedures of existing services, such as the Gold Key Service; or writing procedures for services or events that do not have written procedures previously.
- Serve as an advisor to the Commercial Officer, Principal Commercial Officer and other American officers, both in the sectors of assigned responsibility and in commercial issues of a broader scope.
- Develop and maintain an extensive range of contacts vital to U.S. commercial interests, including senior level government officials, top executives in banking, commerce, and industry, and representatives of trade associations and international organizations.
- In sector of assigned responsibility, the incumbent will liaise with local New Delhi National Capital Region (NCR) and North India government officials, and with leaders of the most significant industry associations, chambers of commerce and other multipliers operating in the northern India.
- Participate in the formulation of the post's strategic plans for trade promotion, market development and commercial reporting, and identifies best prospect sectors for U.S. exports in the India market.

### **Trade Events**

- Advise on the development of Country's annual event calendar, proposing trade events (trade missions, exhibitions, seminars, videoconferences, etc.), with a view toward maximizing best prospect opportunities for U.S. goods and services.
- Work to implement events as the leader of a team that includes promotion, recruitment, and administrative staff (team may include Department of Commerce HQ staff, other Embassy sections, as well as trade associations and/or trade fair authorities).
- Assume hands-on or oversight responsibility for organizing logistics and event/meeting schedules, prepare promotional materials, draft market research and briefing materials, prepare and monitor budgets, supervise contractors, manage promotion and recruitment, prepare end-of-show reports, and following up to identify and report success stories.

- Identify the most important trade exhibits in the U.S. and may organize groups of host country firms to attend them. Brief local buyer groups on business practices and advices them in partnering with appropriate U.S. firms.
- Perform other duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov).

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(Applications that do not provide clear evidence that all qualifications are met will not be considered)**

1. Completion of three years of Bachelor's degree in either of these disciplines is required: Economics or Marketing or Business Administration or Commerce and five years of progressively responsible work experience in economic research or marketing or trade promotion or business management or commercial banking is required.

**OR**

Completion of senior secondary school (Class XII) and eight years of progressively responsible work experience in economic research or marketing or trade promotion, business management or commercial banking is required.

2. Levels IV (Fluency) in English and Level III (Good working knowledge) in Hindi is required (Speaking/Reading/Writing). **(When applying for the position, please indicate your level of proficiency for these languages).**
3. Demonstrated experience using MS Office applications such as MS-Outlook, MS Word, MS Excel, and the Internet.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs and hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website. Please note: Must answer all the questions in DS-174 application form.

[http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html) **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); **or**

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

U. S. Embassy  
Human Resources Office (Recruitment Team)  
Shantipath, Chanakyapuri  
New Delhi 110 021

**or**

FAX: 2419-8056

**or**

E-mail: [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov)

### **POINT OF CONTACT**

Telephone: 24198227/8369/8908

Please insert **15-019** (Vacancy Announcement Number) in the Subject of the E-mail [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov). Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

## DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (Yes or No)
- L. Special Accommodations the Mission needs to provide (Yes or No; if yes,

- provide explanation)
- M. If applying for position that includes driving a U.S. Government vehicle,  
Driver's License Class / Type
  - N. Days available to work
  - O. List any relatives or members of your household that work for the U.S.  
Government (include their Name, Relationship, & Agency, Position, Location)
  - P. U.S. Eligible Family Member and Veterans Hiring Preference
  - Q. Education
  - R. License, Skills, Training, Membership, & Recognition
  - S. Language Skills
  - T. Work Experience
  - U. References

**CLOSING DATE FOR THIS POSITION: (April 13, 2015)**

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.